



## Administrative Policies and Procedures: 7.1

<b>Subject:</b>	<b>Core Leadership Team Role in Information Technology</b>
<b>Authority:</b>	TCA 37-5-106
<b>Standards:</b>	ACA 3-JCRF-1F-01

### Policy Statement:

The Department of Children's Services (DCS) Executive Core Leadership Team (CLT) shall guide the use of information technology within the Department.

### Purpose:

To establish the Executive Core Leadership Team as the Department's information technology management advisory committee, which has the ultimate responsibility to ensure that technology initiatives are aligned with the business strategy.

### Procedures:

<b>A. Core Leadership Team Members</b>	DCS Deputy Commissioners and Executive Directors are defacto members of the Core Leadership Team (CLT). The Commissioner will appoint other members as necessary.
<b>B. Core Leadership Team Meetings</b>	The CLT will meet regularly. The appointed staff responsible for preparing the agenda and recording meeting minutes will ensure that the agenda is circulated and minutes are recorded as appropriate.
<b>C. Core Leadership Team Responsibilities</b>	The CLT will be responsible for: <ol style="list-style-type: none"><li>1. Approving information technology policies;</li><li>2. Approving information technology projects; and</li><li>3. Resolving issues that arise within the Department regarding the use of information technology.</li></ol>

<b>Forms:</b>	None
<b>Collateral Documents:</b>	None